

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

March 19, 22 & 26 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, March 18: School Board Budget meeting

Wednesday, March 19: Economic Development Authority meeting and retreat, Planning Commission meeting

Wednesday, March 20: Yard Waste Collection Season Begins

Thursday, March 21: Tourism Board, Board of Architectural Review meetings

Stay Informed!

- [CitE-News & ActivitE-News](#)
- [Latest News](#)
- [Get Alerts](#)
- [Mobile App](#)
- [OpenGov](#)
- **WATCH!** [publiCITY](#) news show
- **LISTEN!** [Rouss Review](#) podcast



Winchester Police Department Chief Piper and his merry band of pancake chefs at the WPD's second annual Badges and Batter community pancake breakfast.

City Manager's Takeaways

Following the Council Work Session on March 12, began working with Finance team to prepare an additional tax rate option for Council's consideration for the City's FY20 Budget. The FY20 Budget discussions will continue on March 19 during Council's Budget Work Session.

Work to install the Old Town safety bollards at both ends of the Loudoun Street Mall will begin March 20 beginning at the Cork Street entrance. Installation at each entrance will take approximately two weeks each.



Public Safety

Winchester Police

- Held successful Badges & Batter community pancake breakfast.
- Conducted new hire training and applicant testing.
- Attended various Apple Blossom event meetings.
- Held or attended Sniper, Taser, Human Trafficking, Community Leadership, Crisis Negotiation, Firearms, Driver Instructor, Officer Involved Shooting, and Asset Forfeiture classes/training.
- WDVM cameras to shadow Deputy Chief Rice for a Women's History Month feature.
- Revised VIP and Teen Academy brochures/agendas.
- Continued preparing for Kids & Cops Camp.
- Held Junior Academy planning meeting.
- Handling 6 new FOIA requests and 27 BWC footage requests.
- Conducted local massage parlor visits.
- Violent crimes:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 5
- Property crimes:
 - Residential Burglaries - 0
 - Commercial Burglaries - 0
 - Other - 8

Winchester Fire and Rescue

- Two more WFRD successfully completed Paramedic testing.
- Held a career offices meeting.
- Met with Frederick County Fire and Rescue to discuss response assignments.
- Hosted Chamber's Community Leadership Academy at Shawnee. Activities included a station tour and

Police Activity	#
Calls for Service	974
Crash Reports	11
DUI/DWI	0
Alarms/False Alarms	19/19
Directed Patrols	88
Directed Patrols (OTW)	9
Extra Patrols	127
Extra Patrols (OTW)	1
Traffic Citations	61
Traffic Warnings	118
Special Events	2/3
Permits Received/Approved	29 rec'd YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	100
Hazardous Cond.	5
Service Call	5
Good Intent	5
False Alarms	4
Special Incident	1
Plan Review	1
Inspections	22
Reinspections	7

Emergency Management

- Installed and replaced audio speakers at the Rouss Fire Station.
- Prepared and programmed new radios to be installed in a police car and a school van.
- Continued firmware upgrades to Motorola radios.
- Assisted the Emergency Communications Center with audio issues on NICE recording line.
- Added a new hub so that all wired lan ports will be active on the cradle point FirstNet router in the mobile command unit; set up conference room TV to work with the wireless FirstNet router.

Development Services

Economic Redevelopment

- Attended the regional Housing Coalition's first Housing Summit; a range of topics were discussed pertaining to regional housing needs.
- Participated in Go Virginia Region 8 summit to discuss potential projects in the region.
- Continued planning efforts for Economic Development Board retreat on March 19.
- Attended and participated in Old Town Winchester Business Association meeting.
- Continued working on redevelopment efforts for Towers and Kent/Piccadilly sites.
- Participated in the Shenandoah University Business Symposium planning committee meeting.

Winchester/Frederick County Tourism

- Took part in a Shenandoah Valley Tourism Partnership travel writer fam tour planning call to work out details of the upcoming visit by five selected travel writers that are visiting the area in May.
- Attended an airport logo committee meeting to make a final logo decision.
- Worked all week to secure lodging and experiences for two upcoming lifestyle-focused travel writers based in Richmond and Washington, D.C. who are visiting in late March and late April.
- Reached the proofing stage for the 2019 Visitor Guide and selected a printer through the bid process.
- Continued planning and coordination work in advance of the Curves to Cores Harley Owners Group (HOG) Rally in June.

Old Town Winchester (OTW)

- Old Town Advancement Commission (OTAC) Promotions Committee met and discussed next steps of planning a Shop Local Campaign and moving forward on a Mother's Day Hashtag contest.
- OTAC met and discussed upcoming projects and past events.
- Held successful Celtic Fest event coordinated by Full Circle Marketing, attended by over 1,000 people and over 30 downtown business participated.

- Had formal review meeting with Virginia Main Street Representative.
- Met with eight business owner/managers on Piccadilly Street regarding the Apple Blossom Midway.
- Attended Apple Blossom planning meeting. Worked on providing a fillable special events application.
- Met with Traipse representative on updating our OTW Historic Scavenger Hunts. Coordinated a meeting with Old Town Winchester Business Association representative on developing a new business hunt.

Planning

- Prepared for City Council a matrix comparing the number of eldercare units by type (e.g. Independent Living, Assisted Living, Skilled Nursing), staffing figures, and quantity of provided parking at local care facilities. The information was presented to City Council at the public hearing on the CUP for waivers of development standards at the Old Hospital.
- Staffed the March 12th regular Council meeting where the Old Hospital waivers CUP public hearing was held. The public hearing was closed, but the decision was tabled until the March 26th Council meeting. The roundabout open space right-of-way vacation and conveyance ordinance was approved with a \$62,000 sale price established by City Council.
- Recorded the fifth Winchester 101 history segment for the City's Rouss Review podcast.
- Compiled historical information to be posted by Communications Department for recognition of Women's History Month.
- Attended the MPO Steering Committee meeting where Smart Scale Project Screening of Long-Range Transportation Plan (LRTP) projects was discussed.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 138 building permit inspections and issued 37 building/trades permits (\$95,533 valuation)
 - 45 code enforcement inspections and initiated 22 new cases
 - 8 new business reviews (4 Certificates of Business, 4 Certificates of Home Business)
- Removed 9 signs from the public right-of-way (YTD=11).
- Held Local Board of Building and Fire Code Appeals meeting.
- Attended Housing Summit organized by the Housing Coalition of the Northern Shenandoah Valley held at Shenandoah University.
- Attended Apple Blossom Festival special event organizational meeting.
- Attended regional meeting of the Virginia Building and Code Officials Association (VBCOA) meeting.
- Issued certificates of occupancy for the following projects:
 - 607 Fox Drive - new single family dwelling
 - 369 Shenandoah Ave - new single family dwelling
 - 100 North Loudoun Street - new office space
 - 1700 South Loudoun Street - new veterinary office

Permit #	Type	Address	Description	Value
19 00000630	MECH	327 MILLER ST	REPLACE HEAT PUMP, A/C & FURNA	\$9,900
18 00000836	NGAS	1775 NORTH SECTOR CT	NEW OUTLETS	\$1,150
19 00000630	NGAS	327 MILLER ST	REPLACE HEAT PUMP, A/C & FURNA	\$100
19 00000631	PLBG	1849 1851 S PLEASANT VALLEY RD	REPLACE FIXTURES	\$4,000
19 00000594	MECH	368 OPEQUON AVE	NEW HEAT PUMP	\$3,000
19 00000632	MECH	25 S KENT ST	REPLACE HEAT PUMPS, ADD DUCTWO	\$71,000
18 00001616	MECH	2350 S PLEASANT VALLEY RD	REFRIGERATION SYSTEMS	\$26,000
19 00000611	DECK	801 ALLEN DR	NEW FRONT PORCH	\$20,000
19 00000398	PLBG	423 W CLIFFORD ST	NEW FIXTURES	\$3,400
19 00000596	RREM	221 E BOSCAWEN ST	REMOVE 2 BEARING WALLS, INSTAL	\$8,200
18 00000991	PLBG	426 N KENT ST	REPLACE FIXTURES	\$1,500
19 00000600	MECH	1849 S PLEASANT VALLEY RD	REPLACE HEAT PUMP	\$10,000
19 00000592	ELEC	157 N LOUDOUN ST	KILN	\$400
18 00001661	ELEC	412 LONGVIEW AVE	NEW DWELLING	\$4,000
19 00000257	ELEC	426 HANDLEY BLVD	REMODEL	\$4,000
19 00000729	NGAS	1864 MELVOR LN	REPLACEMENT WATER HEATER	\$1,600
18 00001241	ELEC	2940 GRACE ST	SOLAR ARRAY	\$16,569
19 00000582	CHNG	17 S LOUDOUN ST	BUSINESS TO MERCANTILE	\$0
19 00000622	ELEC	2241 PAPER MILL RD	LIGHTS & RECEPTS	\$1,000
19 00000593	ELEC	225 SHENANDOAH AVE	GENERATOR 19-494	\$8,900
19 00000589	ELEC	702 NATIONAL AVE	REPLACE MAIN BREAKER	\$250
19 00000590	ELEC	2 N CAMERON ST	REMODEL 19-218	\$125
19 00000025	NGAS	2190 S PLEASANT VALLEY RD	NEW OUTLETS FOR RANGE/OVEN	\$5,000
19 00000620	ELEC	2065 S PLEASANT VALLEY RD	WALL SIGN	\$0
19 00000621	ELEC	621 W JUBAL EARLY DR	MOVE RECEPTACLES	\$1,000
19 00000591	ELEC	1829 W PLAZA DR	ADD RECEPTS	\$5,000
19 00000623	ELEC	685 SELDON DR	TEMP SVC	\$500
19 00000107	ELEC	2130 S PLEASANT VALLEY RD	REMODEL	\$10,000
18 00001661	PLBG	412 LONGVIEW AVE	NEW FIXTURES	\$12,000

Permit #	Type	Address	Description	Value
19 00000672	RREM	608 S WASHINGTON ST	BATHROOM RENOVATION	\$500
19 00000025	PLBG	2190 S PLEASANT VALLEY RD	NEW FIXTURES	\$28,665
19 00000585	BLDG	323 W WHITLOCK AVE	INTERIOR REMODEL OF ADDITION	\$98,990
19 00000672	PLBG	608 S WASHINGTON ST	REPLACE FIXTURES	\$3,295
19 00000735	PLBG	718 720 S CAMERON ST	WATER/SEWER SERVICE	\$875
19 00000729	PLBG	1864 MELVOR LN	W/HEATER/EXPANSION TANK	\$1,600
19 00000733	NGAS	840 BERRYVILLE AVE	REPLACE ROOF TOP UNIT	\$100
18 00001616	PLBG	2350 S PLEASANT VALLEY RD	NEW/REPLACEMENT FIXTURES	\$0
Total:37				\$362,619

Public Services

- S. Kent Street infrastructure improvements: The sidewalk replacement portion of the project has commenced starting at Millwood Avenue.
- Met with staff from Handley Library to review the schedule for the upcoming project to replace the HVAC system and make structural and roof repairs. The current schedule calls for construction to begin in late August and take approximately 9 months to complete. Work on the first floor of the building will require the library to close to the public for up to two months, anticipated for January and February in 2020.
- Opened bids for the project to make structural and roof repairs to the original buildings at the water treatment plant.
- Due to unanticipated issues in finalizing the right-of-way/easement acquisition and permitting process, the bidding process for the Hope Drive extension project has been put on hold. These issues will be resolved as soon as possible and then the project will be re-advertised for bids.
- Held a kickoff meeting with the contractor and design team for the construction of the new parks maintenance building. The contractor's goal is to start construction in mid-June.
- The contractor that will be installing the new automated safety bollards at both ends of the Pedestrian Mall is tentatively planning to start their work next Wednesday, March 20. Work will be completed at the Cork Street end first. It is anticipated that the installation will take approximately 2 weeks at each end of the mall (4 weeks total). Delivery vehicles will not be able to drive through the area where work is occurring.
- Met with the Department of Environmental Quality to discuss the numerous sanitary sewer overflows the City experienced last year due to the extremely wet weather.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	3,491
Water service lines replaced (number)	57	334
Water meters replaced (number)	5	853
Sanitary sewer mains replaced/lined (linear feet)	73	143
Sanitary sewer laterals replaced (number)	4	65
Sanitary manholes replaced (number)	1	7
Sidewalks replaced (linear feet)	0	5,083

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Sidewalks repaired/replaced	0	0	Linear feet
	Streets repaved	0	0	Lane miles
	Potholes repaired	11	59	#
	Mowing	0	0	Acres
	Miles of streets swept	0	183	Miles
	Tons of leaves hauled	0	32.80	Tons
Trees	Dead/diseased trees removed	7	35	#
	Trees trimmed	0	65	#
	Stumps removed	7	57	#
Traffic	Street signs Installed/replaced	0	109	#
	Pavement markings repainted (City)	0	144	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	120.03	1,207.56	Tons
	Recycling collected	40.75	354.58	Tons
	Large item pickups	0	34	#
Transit	Total passengers	2,645	23,067	#
	Revenue miles pick up/drop off	3,796	35,485	Miles
	Revenue hours pick up/drop off	344.88	3,170.67	Hours
Utility billing	Payments processed	1,905	16,943	#
	New bills mailed out	1,715	14,155	#
	Water services turned off (non-payment)	0	77	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Water treatment plant	Average daily water demand	5.96	6.18	Million gallons/day
	Peak daily water demand	6.18	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	10.81	10.44	Million gallons/day
	Peak daily flow treated	13.20	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	7	#
	Water meters read	2,679	15,946	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	562	22,090	Linear feet
	After-hours call outs	2	69	#
Engineering	Site plans reviewed	2	16	#
	Floodplain permits issued	3	34	#
	Utility as-builts reviewed	1	3	#
	Right-of-way permits issued	0	32	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	52	522	#
Facilities Maintenance	Erosion and sediment notices to comply	0	3	#
	Work requests completed	22	198	#
	Special events assistance	2	3	#
Equipment maintenance	Maintenance of pedestrian mall	33	319	Staff hours
	Total repairs completed	183	880	#
Winchester Parking Authority	Work requests completed	7	75	#
	Special events - assistance provided	1	9	#
	Vandalism or property damage issues	0	4	#
	New monthly rentals	3	75	#
	Monthly rental cancellations	2	23	#
	Hourly parkers (all four garages)	3,270	25,205	#
	Park-Mobile transactions	753	5,653	#

Social Services

- Received 84 Benefit Program applications: 27 SNAP, 44 Medicaid, 6 TANF, 6 VIEW, 0 Child Care, 2 Auxiliary Grant, 2 General Relief, 5 Home Energy Assistance Program
- Provided case management to:
 - 3,382 Medicaid cases
 - 1,618 SNAP cases
 - 64 TANF cases
 - 17 Auxiliary Grant cases
 - 1 individuals receive VIEW services
 - 47 families/98 children receive Child Care Subsidy Assistance (55 families/94 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	178/110
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	1
Children in foster care	58
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	51/0
Child Protective Service (CPS) case management load	58
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/4/10
CPS family assessments & investigations of alleged maltreatment	42
Family Service intakes	6
Adult Protective Service referrals	2
Adult services case management load	12
Adult guardianships/cases	3/66
Adult Protective Service investigations/intakes	30/3
Family Services Prevention case management load	6
Uniform Assessment Instrument screenings	3

Parks & Recreation

- Accepted applications for Lifeguard and Recreation Center Attendant.
- Attended conference in New York (Child Care Specialists).
- Met with contractor about Parks Maintenance building project.
- Held last PB&J Club session of the season.
- Attended Apple Blossom planning meeting.
- Held HIVE No School Days March 14 & 15.
- Continued working on the Summer Activity Guide edits.

Support Services

Innovation & Information Services

- Conducted clean-up of the personal property Semi-Annual Billing project.
- Conducted on-boarding of the new GIS Coordinator.
- Held kick-off of the OpenGov non-financial integration.
- Continued working with inHance and Paymentus for auto-pay utility billing errors.
- Continued testing HTML5 version of NaviLine.
- Continued disaster recovery policy creation. Focus is systems recovery of in-house custom applications.
- Planned transition of Police Department credit card processing and PCI compliance requirements.
- Troubleshoot dropped connections from IBM server to Click2Gov cloud server.
- Completed email Archive and FOIA searches for FOIA Officer

Communications

- Distributed the March 12 2019 CitE-News issue.
- Handled 4 media requests for City information and staff interviews and 5 media requests for WPD.
- Handled or began processing 3 new FOIA requests.
- Completed design of employee benefits guide for Human Resources Department.
- Created poster for Vice Mayor John Hill's 2019 community meetings.
- Created mini social media fliers for the Badges & Batter event to increase participant interest in Police Department's social channels and use of photo booth/custom Instagram frame.
- Assisted with promotion and set up of the Badges & Batter event. Attended, photographed, and promoted the Badges & Batter event.
- Continued working on the board and commission member appointment process recommendations (anticipate presenting to Council on March 26th).
- Created content calendar spreadsheet to coordinate posts with the Fire & Rescue Department and began working on post design.
- Continued working on the 2018 Annual Report design.
- Wrote, recorded, edited, and released the 5th episode of the Rouss Review podcast that focuses on the

- Discussed volunteer fire and rescue promotions with the Fire Department.
- Added upcoming [capital projects timeline information](#) to the website. Information about individual projects coming soon.
- Met with Social Services staff about adding information to the website.
- Held INSIGHT Citizen's Academy session at the water treatment plant.
- Continued working with vendor on Citibot launch planned for April. Working on marketing plan.

Date	City of Winchester News Releases
3/14	Commissioner Launches Semi-Annual Billing Process for Vehicular Personal Property - read
Date	Segments on WDVM
3/8	NSV Substance Abuse Coalition awarded \$1M to start new program - watch
3/9	Winchester celebrates Irish and Scottish heritage - watch
3/10	Daylight Savings Time coupled with warmer weather draws Winchester residents outdoors - watch
3/12	Winchester Police Officer leaves her mark on the once male dominated department - watch
	City Council nears final vote on proposed senior living center - watch
3/13	Winchester Police officer accused of deleting evidence - watch
3/15	Cops serve up conversations and pancakes - watch
Date	Articles in <i>The Winchester Star</i>
3/9	Drug intervention team receives a \$1 million grant
	Our Views: Obligations...and what Stewart Street wants
	Winchester grand jury hands up indictments
3/11	Festival brings wee touch of Ireland to Loudoun Street Mall
	Smoke from a distant fire
3/12	Senior living center decision may come tonight
	It's always the right time of year for chimney maintenance
3/13	Council tables senior living center decision
	City officer accused of deleting evidence
	Board further trims city schools budget
3/14	Size, parking issues stall senior-living center plans

Date	Articles in <i>The Winchester Star</i>
	Council sets stage for property tax increase
	Our Views: 'The Magic Number'
3/15	Frustration over affordable housing on display at summit